

Student Instructions for Berea College Web Registration

Login

1. Your User ID is a 9-digit number beginning with B00. For first-time BOND users, your Initial PIN is your birth date in the form of mmddyy. For example, a birth date of January 3, 1976, would be entered as 010376. Your PIN is a 6-digit number, which will function as a password.
2. The next screen will read: "Your PIN has expired. Please change it now". In the first box, "Re-enter Old PIN," type your birth date. In the second box, "New PIN," select a 6 digit number that is different from your birth date and student identification number, but easy for you to remember. This new PIN is the one you will use to access your information. Type your new PIN in the middle AND bottom boxes. The new PIN is not the alternate PIN your adviser gave you. The third box is for verification. All three boxes are required. Then click on the "Login" button. If at any time you are logged out of the system automatically, please start from the beginning and re-enter your User ID and PIN. For security purposes, you will automatically be logged out after 5 minutes of keyboard activity.

Registering for Classes

1. If you need to know how to Login, please see item one above.
2. Click on the "Student Services & Financial Aid" Menu.
3. Click on "Registration."
4. Click "Add/Drop Classes."
5. Select the correct term and click "Submit Term."

If you encounter the message, "**You cannot add/drop classes due to holds on your record,**" you will not be permitted to register until the hold has been resolved. Please contact the appropriate office (Health Service, Financial Aid, Student Payroll or Student Accounts) with any questions regarding the resolution of the hold.

If registration holds do not apply or all holds have been resolved:

6. You are prompted to enter your ALTERNATE PIN. This PIN is obtained from your adviser each semester. If you do not have this PIN, please contact your adviser.

If you see an error message that reads, "**Please contact the Office of Academic Services for your time ticket,**" then check the registration schedule to see when you will be permitted to register. If, according to the *Schedule of Classes*, you think you are able to register, but you still see this message, go back to the registration menu and click "Check Your Registration Status" and review your earned hours. If your earned hours are in the range that indicates you should be able to register, contact the Office of Academic Services at Extension 3180, 3184, or 3208. The check your registration status link will provide you with details about your earned hours and your scheduled registration time.

7. Enter the CRN (the 5-digit number from the schedule book) for each course you wish to take. When you have entered all of them, click "Submit Changes" at the bottom of the page.
8. If you would like to look up available classes, click "Class Search" at the bottom of the page and follow the online instructions.
9. You will be able to view all classes for which you have been registered. Any course for which you do not obtain registration will show one or more of the following registration error or special approval messages under the "status" heading. Read any registration error message carefully. This will notify you of the specific override you may request.

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Definition and possible solutions for registration error and special approval messages:

CLOSED SECTION

Section is Full – no seats available

Choose a different section, if available, **OR** it is possible to ask the Instructor for a Capacity Override.

DUPLICATE CRN

The CRN is already in existence on your schedule.

MAX HOURS EXCEEDED

Registration exceeds the maximum number of credits permitted

Permission to take more than 4.5 credits must have the approval of the academic adviser. The registration form with the adviser's signature should be submitted to the Office of Academic Services. Registration for overloads will be processed at the close of registration on the day before classes begin.

PREQ and TEST-SCORE ERROR

Class requires a prerequisite.

Permission of the instructor is required to register for a course in which the prerequisite has not been met. If you are confident you have completed the prerequisite listed for the course, contact the Office of Academic Services for verification.

TIME CONFLICT WITH (CRN XXXXX)

The section is conflicting with another section already on your schedule.

Choose a different section, if available, **OR** request a Time Conflict Override from the instructor of the course in which you will routinely miss a portion of the class sessions.

FIELD STUDY OFF

This course requires application and approval of the Internship Office.

Please contact the Coordinator of Internships for information required for registration.

ADAA

This course requires application and approval of the Office of Academic Services.

Please contact the Office of Academic Services for information required for registration.

INSTRUCTOR

This Course requires permission of the instructor.

Please contact the instructor for override permission for registration. If the override is processed, you will still have to register for the class yourself.

Once registration is complete, it is important to review your schedule. Click the "Menu" button at the top of the web page and return to the Registration Menu. Click on the "Student Schedule By Day & Time" or "Student Detail Schedule" to verify that registration is complete and accurate.

For **SECURITY**, it is important that you **ALWAYS** click the exit button at the top right of the web page and close the browser to ensure you have logged out of Banner Web.